

No. 14

| | |
|----|------------------|
| 14 | Bot Gdn Est 1921 |
|----|------------------|

Box 2616/20

From Whom

Place

Date

SUBJECT.

*128th
85th*

*1921 Estimate
of salaries for new posts
being opened*

Box 8.7.

Connected Papers.

MINUTES.

Letter from Director of S.S. 9-3-20
S. of S.

In The Case of Permanent Emoluments are
The salaries you suggest for new posts intended to
be present-day rates or are they based on a
comparison with our old rates of pay intended
to be subject to revision

Reply: S.S. 16.

14-3-20

C.S.

The salaries suggested for the new posts are intended
as present day rates at the date of submission of my
letter, i.e. 9 March 1920, but subject to benefit by any
temporary ^{concession} relief authorised after that date.

16. 3. 20

7. 20

P. A. C. S.

The suggestions all seem to me ~~from~~ sound & to have been carefully considered. The salary for a Museum Assistant corresponds roughly to the revised salary of Classes I & II of the clerical service. That suggested for the Laboratory Ant. is not as much as that recommended by the Country's Committee for appointments with a similar rank in the Medical Dept. p. 36 of the Report.

2. My only doubt is whether in view of the financial situation caused by rice problems we are justified in considering an extra expenditure of roughly \$25,000 on the Gardens.

3. I certainly the Municipality might be asked to contribute to the cost of the Band performances. & that the Gardens fall within Municipal limits. I am not sure on this point.

Yr. S. H. N.

19/1/20

C.S.

All the items seem reasonable.

2. The library is at present housed in a dark cramped place, & is ill cared for. It is a valuable collection & worth spending money to keep properly.

3. The Laboratory Ant. should be on the same rate as in the Medical Department.

4. The Bill Collector & pen shall & that be separately provided for. ditto the Label printers and Engravers.

5. The money spent on gardens is well spent the gardens are now in a different place from what they were 18 months ago, & the good work should continue.

6. As to the Band. it is another difficult subject. I think the Municipality might well subscribe & that the public should be asked to do so too.

Yr. S. H. N. W.

19/1/20

I agree

Yr. S. H. N.

20/1

Notes for Minutes.

S. of B.

S. of B.

Will you please take the

necessary action?

Adm. S. L. H.
7-4-20

To note approval to the
insertion of these items in your
draft Minutes.

R.S.

Presiding action: Time

Ad. 7. 7th

2. The present note of pay for
a Laboratory Assistant, V. page 276
of the C. S. List. The revised salary
will be fixed on a consideration of
the recommendations of the President's
Committee

12.7 Letter to C.S. 2.7.20

*Included in the
minutes 1924*

3. On the return of this paper
I will deal further with the
question of the cost of the Plant
performances.

Adm. S. L. H.

2.7.20

R.S.

Noted

Ad. 7. 7th

2.7.20

P. A. S.

Send letter as drafted in
para. 6 of your minutes of 29-3-20

Adm. S. L. H.

Let S. of B. communicate with
the P. A. S. on the subject

No Minutes should be written on this page. A separate half-sheet to
be used if required.



Office copy
It is requested that the following number be quoted in the reply to this letter.

No. 105/20

Botanic Gardens, Singapore,
STRAITS SETTLEMENTS.

9th. March, 1920.

ALTERATIONS AND ADDITIONS TO ESTIMATES 1921

Sir,

I have the honour to ask authority to include the following items in the general estimates for the Botanic Gardens, Singapore for the year 1921.

2. There are several matters concerning the general policy and organisation of the Department which have not been included, as they appear to be matters which require the personal consideration and recommendation of the Director himself, and in his absence I have refrained from putting them forward. During the past few years of war, however, the Gardens' votes have necessarily been kept at the minimum with the inevitable result that at the present time, there is an accumulation of minor requirements which necessitate immediate attention. The suggestions here included therefore concern the normal running of the Department only, and in view of the present conditions cannot be delayed pending the return of the Director, the date of which is at present uncertain.

3. A sub committee of the Gardens' Committee have considered these recommendations and approve of them.

4. Attached is a summary of my proposals, with my reasons for making these recommendations.

I have the honour to be,
Sir,
Your obedient Servant,

Summary

| PERSONAL EMOLUMENTS | Approved 1920 | Alterations 1921 | Total 1921 |
|---|------------------|---------------------|---------------|
| 1. Herbarium and Museum Assistant. New vote for new appointment Rate \$100-10A-200 p.m. | - | \$1200 | \$1200 |
| 2. Laboratory Assistant. New vote for new appointment Rate \$50-20A-150 p.m. | - | 600 | 600 |
| 3. Bill Collector. To be transferred from open vote "Gardeners" Rate \$300 p.a. | In open vote | 300 | 300 |
| 4. Peon. To be transferred from open vote "Coolies". To come under Govt. Scheme for peons. Rate \$120-12-168 p.a. | In open vote | 120 | 120 |
| 5. Label Printers (2) To be transferred from Open vote "Coolies" (1) \$192 p.a. (2) \$168 " | In open vote | 360 | 360 |
| 6. Caretakers (2) To be transferred from open vote "Coolies" (2) \$15 p.m. each | In open vote | 360 | 360 |
| 7. Gardeners. Decrease of vote Rate various | \$3200 | 73 | 3127 |
| 8. Coolies. Increase of vote Rate various | \$19640 | 3972 | 23612 |
| OTHER CHARGES, ANNUALLY RECURRENT | | | |
| 9. Stores and Tools. Increase of vote | 9754 | 2250 | 12004 |
| 10. Miscellaneous. Increase of vote | 900 | 1026 | 1926 |
| 11. Library. New vote annually recurrent | - | 900 | 900 |
| 12. Laboratory. New vote annually recurrent | - | 1000 | 1000 |

| | Approved 1920 | Alterations 1921 | Total 1921 |
|--|------------------|---------------------|---------------|
| I3. Travelling and Personal Allowance. increase of vote | \$1780 | \$1500 | \$3280 |

OTHER CHARGES, EXTRAORDINARY

| | | | |
|-------------------------------------|---|------|------|
| I4. Cleaning the lake. Special Vote | - | 700 | 700 |
| I5. Library Special Vote | - | 7000 | 7000 |
| I6. Laboratory Special Vote | - | 4000 | 4000 |

LIBRARIAN AND MUSEUM ASSISTANT (Item I of summary)

Before the very necessary work required on the Library (As shewn later) can be attempted, the whole library must be carefully checked over, and catalogued, unbound copies sorted and the condition of each book ascertained.

1. The preparation of a catalogue.

The work of cataloguing is particularly essential as at present it is not possible- especially for the new staff- to ascertain what ~~books~~^{works} are in the library, daily work necessitating reference to the library entails a great waste of time, and in the purchase of new books there is always the possibility of duplicating or failing to secure for fear of duplicating.

2. Scientific periodicals

Each mail brings large numbers of scientific periodicals from all parts of the world, and there are also others which should be taken in. The checking in, acknowledging, and preparing for binding of these, entails a considerable amount of work which has lately simply had to be neglected.

3. Copying extracts to supply information.

Requests are frequently received for quotations from references which cause many delays in finding and copying them, and wastes the time of the scientific staff.

4. Copying extracts from works loaned

Reference works are frequently lent to the Gardens, which necessitates working many hours overtime or failing to return the works for a considerable period, to enable the essential parts to be copied. An instance is that of Saccardo's Notae Mycologicae, a rare copy lent by Professor Baker of Los Banos, and which is taking two months or more to copy.

5. The Exchange List.

The keeping of the exchange list, and the despatch of the "Gardens Bulletin" requires careful and detailed work. By means of this Exchange system many valuable necessary Scientific periodicals

are obtained free, which would cost a considerable sum.

It is impossible for the present inadequate European staff with only one clerk to do this work, or to get their own work done properly.

6. The Economic Museum

The Gardens also possess a nucleus of a very fine Economic Museum such as is attached to all principal Botanic Gardens. Its collections are not only historically interesting but provide an educational value not supplied by any other establishment in the Colony or F.M.S. An instance of a collection historically interesting is the series of rubber samples made from the earliest rubber trees tapped in Malaya and tapping instruments in use from the earliest ~~memorable~~ periods. From an educational point of view an instant is an exhibit of all rubber tree diseases, showing their effect on the tree with short descriptions of their treatment. Owing to lack of staff this collection is in a very bad condition and consequently not accessible to the public. It needs thoroughly overhauling and the collections bringing up to date, and increased.

The above work will more than fully occupy the whole time of an additional member to the staff.

The appointment will require to be filled by a well educated youth as although he will not require a knowledge of foreign languages he will have to deal with works in French, German, Latin, Dutch, Spanish etc. and it is essential that extracts should be correctly made.

The position is not one that could be filled by the appointment of any 2nd. Class Clerk, but requires special individual attainment and training, and it is therefore suggested that someone from the ranks of ^{the} 3rd. class clerks be selected but is essential that he should not be moved from his post as is the custom for the clerical services generally, as the work is that of a specialist and not interchangeable with that of other offices. No free quarters are available.

Salary recommended \$100-10A-200 p.m.

LABORATORY ASSISTANT (Item 2 of the Summary)

With the building of a laboratory in 1920 the provision of a Laboratory Assistant in 1921 is essential.

The duties of this assistant will be to have general charge of the laboratory apparatus and assist visitors engaged on any special work. He will need to have a general idea of the Cryptogams especially the lower orders, and be able to use a simple lower power microscope. He will have the supervision of cultures and experiments that need constant watching. Furthermore he will be required to identify approximately cryptogamic specimens sent in for examination, and assist the Assistant Director generally in his special work. Owing to these being practically no scientific education in Malay, it is realised that a candidate with the above qualifications cannot be secured at once.

It is recommended therefore, that a student who has passed the Cambridge Junior Examination be selected and trained to the work. The salary offered is low to start with, but as it is essential to keep a man when once he is trained, the maximum should be sufficient to retain him.

He must provide himself with quarters.

Salary \$50-20A-150 p.m.

BILL COLLECTOR (Item 3 of Summary)

The Bill collector is at present paid from the open vote "Gardeners". This is most unsatisfactory for two reasons. Firstly it does not allow the full amount entitled "Gardeners" to be spent for that purpose, and secondly there are not sufficient funds to pay the Collector a reasonable salary.

His duties are to collect payment for bills, to carry correspondence etc. to Government offices in Singapore, and chiefly to despatch plants. This latter item necessitates the supervision of cases of plants and their despatch by train, or their delivery to steamers, or to purchasers, entails the making out of

consignment railway or steamer notes etc.

At least one journey a day must be made to Singapore town distance four miles.

This item should appear separately under Personal Emoluments as a new vote.

Salary recommended \$300 p.a.

PEON (Item 4 of Summary)

At present the office Peon is paid from the open vote "Coolies" a most unsatisfactory arrangement. It is recommended that he comes under the Government scheme for Peons and has a separate vote under "Personal Emoluments"

Salary \$120-12-168 p.a.

LABEL PRINTERS (Item 5 of Summary)

Two boys with a knowledge of writing romanised letters are employed to paint the wooden labels for naming ^{the} specimens in the Gardens. Their salary is considered sufficient but it should be transferred from the open vote "Coolies" and be made a separate item under "Personal Emoluments"

CARETAKERS (Item 6 of Summary)

Two caretakers are employed to watch the cooly lines whilst the coolies are at work, cook for the bachelors, and keep the lines tidy generally- One is employed at the Javanese lines and one at the Tamil lines.

They are at present paid from the open vote "Coolies" It is desired that they should appear under their own vote under "Personal Emoluments"

Salary each \$15 p.m.

GARDENERS (Item 7 of Summary)

Require to meet the rise in wages due to the increase in the price of rice to \$1 per gantang.

Approved in 1920

\$3200

Less Bill Collector transferred to own vote
Personal Emoluments

216

2984

143

Increase to meet price of rice

Estimated in 1921

\$ 3127

PERSONAL EMOLUMENTS - COOLIES- (Item 8 of Summary)

- (a) Increase of wages due to rise in price of rice to \$1 per gantang \$1620
- (b) Additional 3 coolies required for work in the potting yard. Preparing and packing to supply the heavy demands for stock by the public fully occupies the time of the men at present there and consequently the stock is being seriously neglected 642
- (c) Additional five coolies (trained scythe men) required to increase the grass cutting gang. The present gang is insufficient to keep the grass in the Gardens tidy and many parts of the Gardens present a neglected appearance, especially since the increase of over one acre of grass area due to feeling of jungle in 1918 1070
- (d) Additional gang of six coolies required for work on the Gardens jungle the maintenance of the Lakes trimming trees and general minor improvements that are constantly arising At present the labour in the Gardens is so inadequate that should a tree blow over important routine work must be left to find sufficient men to cut and clear. Moreover there are many shrubberies and side parts that require thoroughly renovating, but there is no labour available and consequently these parts are rapidly getting thin, untidy, and open.
- | | | |
|-------|------|---------|
| | 64 | |
| | 1246 | |
| Total | | \$ 4596 |

Coolies

| | |
|---|-----------------|
| Approved 1920 | \$19640 |
| Increase 1921 | 4596 |
| | <u>24236</u> |
| Less transfer to own votes on Personal Emoluments Peon, \$120, Label Printers \$360, Caretakers \$144 | |
| Estimated 1921 | 624 |
| | <u>\$ 23612</u> |

OTHER CHARGES- STORES AND TOOLS
(Item 9 of Summary)

1. Increase of vote required by recent rises in the price engine oil, herbarium materials, timber, gravel, and tools generally \$250
2. Annual Painting and upkeep of all plant houses as recommended by Assistant Engineer Public Works Department, for preservation of framework.

| | |
|-------------------|--------|
| Annual Repainting | \$1000 |
| Annual Upkeep | 1000 |

OTHER CHARGES -MISCELLANEOUS-
(Item 10 of Summary)

1. Increase of vote required for increase cost of packing material (Cloth, paper, string)

Use of first class rickshaws, at increased fares, for transport of messenger and delivery of plants instead of second class (now abolished); postage on foreign correspondence and parcels formerly franked by the Colonial Secretary \$250

2. Since the beginning of the year, by kind permission of the Commanding Officer, the Band and Drums of the 1st Battalion South Staffordshire Regiment have alternately played in the Gardens on Friday evenings. When the moon permitted the Band has played from 9.30 to 10.30 p.m.

These performances are apparently greatly appreciated by the public, judging from the large numbers always present and the crush of motor cars.

It is not possible to ask the officers of the Regiment to pay for the transport of the instruments for these public performances and consequently this must be made from a Gardens' vote. Also when the Band play by night, consequently voluntarily devoting their evening to the public, it is only natural they should be given a small sum of money for refreshments at their canteen before going to bed.

Transport for instruments of Band when playing in the Gardens at \$8½ per week \$ 416

Refreshments for Band when playing in the Gardens at \$30 per 45 to 50 performers per month 360

It has been suggested that as these performances are for the benefit of the residents of Singapore the Municipality might be asked to contribute towards the expense.

LIBRARY (Items II and I5 of Summary)

Owing to expenses being kept at the minimum during the past few years, the very valuable collection of books in the Gardens' Library is in a bad state of repair and very much behind in the matter of binding. The Library contains many valuable old books now quite unobtainable, and also many complete sets of periodical collected for a great number of years and which are now but rarely on the market and then at a prohibitive price. A recent visitor estimated that the value of the books that could be replaced if required is £5000.

In addition scientific periodicals are received by every mail from all parts of the world and these alone add over one hundred volumes a year to the library.

Mr. Tyler, Superintendent Government Printing Office, at my request has recently inspected the library, and he considers that a considerable amount of work is necessary to save the books that have now become dilapidated and bring the binding

OTHER CHARGES -LABORATORY- (Items 12 and 16 of Summary)

up to date. He recommends that a special binder be engaged to work in this office under his supervision to effect this work and estimates that the sum of \$3000 is required to put the library in a proper state.

2. The books at present are kept in open wooden book-cases and considerable damage has been done to the older books by white ants and vermin. Mr. Tyler considers it essential that the books should be on open iron stands similar to those in use at the Government Printing Office. The cost of six such stands required is approximately \$2000.

3. As it has been decided to take up the study of Cryptogamic Botany, and an Assistant Director has been appointed for this purpose it is essential that works of reference on this subject should be obtained. Several standard works are required but these can only be obtained as they appear on the market.

In addition present day publications must be secured. An initial sum of \$2000 is required for this purpose with an annually recurring sum of \$500.

4. It is requested that an additional vote "Library" be ~~minimum~~ allowed to include general upkeep and repairs of the Library current binding subscription to scientific periodicals, and purchase of books.

Hitherto small sums have been spared from the "Stores and Tools" vote

Other Charges, Annually Recurrent (Item II of Summary)

New vote required

| | |
|---------|-------|
| Binding | \$400 |
| | \$900 |

Purchase of books etc 500

Other Charges, Extraordinary (Item 16 of Summary)

| | |
|---------|--------|
| Binding | \$3000 |
|---------|--------|

| | |
|------------|------|
| Book Cases | 2000 |
|------------|------|

| | |
|-------------------|------------|
| Cryptogamic Books | 2000 |
| | <hr/> 7000 |

OTHER CHARGES - LABORATORY (Items 12 and 16 of Summary)

With the building of a Laboratory in 1920 new votes are required for its furnishing, equipment, and annual upkeep.

Other charges, Annually Recurrent (Item 12 of Summary)

Purchase of apparatus and provision for the purchase of expensive items such as microscopes, balances, microtomes etc. must be made gradually and consequently only a small sum is asked for to be annually recurrent. \$1000

Other Charges Extraordinary (Item 16 of Summary)

Furnishing and Equipment

| | |
|---|-------------|
| 12 specimens cabinets at \$75 each | 900 |
| 3 box specimens cabinets at \$75 each | 225 |
| 300 specimen boxes at \$30 per hundred | 90 |
| Installation of water and gas | 750 |
| Provision of benches, Stools and tables | 915 |
| Provision of sinks | 300 |
| Initial purchase of minor apparatus | 500 |
| Furnishing of Retiring Room, table and chairs | 320 |
| | <u>4000</u> |

TRAVELLING AND PERSONAL ALLOWANCES
(Item 13 of Summary)

The amount hitherto allowed has only been sufficient to pay for the Director's quarterly visits to the Penang Gardens, and the monthly allowance for a horse for the Director and a bicycle allowance for the Assistant Curator. Now that the Assistant Director has arrived an increase of vote is necessary to permit the Director and Assistant Director to undertake collecting tours which have lately had to be dropped. It is necessary for the Director from time to time to undertake tours in the surrounding countries to continue the investigations of their flora and to introduce new living specimens of beauty and economic importance to cultivation in general and to the Gardens collection in particular. The Assistant Director is required to obtain in the field first hand information for his notes on fungi and their relation to their hosts which cannot be obtained only from a

study of herbarium material. An instance may be given of the m disease which has made its appearance in the rich camphor reserve at Kanching F.M.S, and which ought to be studied and dealt with in situ. He will ~~be~~ at the same time be enabled to add generally to the collections for which he is responsible.

| | | |
|------------|------|---------------|
| Authorised | 1920 | \$1780 |
| Increase | 1921 | <u>1500</u> |
| Total | 1921 | <u>\$3280</u> |

Cleaning the Lake (Item I4 of Summary)

The Gardens' Lake owing to neglect during the past several years, is rapidly silting up with the wash from the neighbouring roads and paths. Approximately one third of it is now within a foot or so of water level. The whole lake must be drained and the silt dug out and removed. \$700.

(2)

105/20

3rd. July

30

ALTERATIONS IN THE ESTIMATES FOR 1921.
BOTANIC GARDENS

Sir,

I have the honour to ask permission to insert into the estimates, new figures for the open vote for Gardeners and Coolies, you sanctioned^d in your No. 6378/20 when the price of rice was \$1 per gantang, the insertion of :-

Gardeners at various rates, (S. 3127 P. 2652) = 5779
Coolies " " " (S. 23612 P. 5580) = 29192

As it has risen to \$1.26 per gantang, a proportionate increase is desirable.

2. You have indeed sanctioned under date of June 2nd, 1920, the increase in wages consequent on the increase in the rise in the price of rice; but you have not been addressed for provision for it in the 1921 Estimates: this I now.

3. I estimate that we need for 1921 Gardeners at various rates (S. 3303 (say 3300) P. 2832) = 6132
Coolies at various rates (S. 25088 P. 6008 (say 6000) = 31088
being (A) an extra 4 cents for every 71 cents for Singapore Gardeners, and ditto for every 50 cents for Penang Gardeners or (B) 4 in every 64 for Singapore Coolies, and ditto in every 50 for Penang Coolies.

(G 17)

DATED

To

SIR.

THE BUKIT TIMAH RUBBER ESTATES, LTD.

(INCORPORATED IN STRAITS SETTLEMENTS.)

TELEPHONE No. 363.

TELEGRAMS: "SINGAPORE."

PORTERAGE: 30 CTS.

Cluny Road Station,

Singapore,

27th February 1920.

The Director of Gardens
Singapore.

Dear Sir,

Referring to your Memo of the 19th instant.

regarding Coolies' wages. I am proposing to pay as follows and
commencing with March.

Per working day

| | | | | | |
|------------------------|----------|----|----------|---|----------------------------|
| <u>Tamils Weeders.</u> | Men | .. | 60 to 65 | - | Rice at 75 cts per gantang |
| | Women | .. | 50 to 55 | | The high rate of pay if |
| | Children | | 35 to 40 | | full time earned. |

Javanese - Weeders - 70 cts per day - Rice 75 cts per gantang.

I shall be glad to hear what increase you propose giving.

Tappers - Chinese & Javanese - Rate of pay will be 70 cts
per day.

Yours faithfully,

A. H. Frohman

Manager.

1000

1000

1000

1000

1000



It is requested that the following number be quoted in the reply to this letter.

No 96/20.

Municipal Engineers Office,

Singapore, 23rd February, 1920.

The Director of Gardens,

S I N G A P O R E.

Dear Sir,

As requested I enclose herewith a list giving the rates of pay of Mandores and Coolies in the different departments.

Yours faithfully,

B Ball
..... M. Inst: C. E.
Municipal Engineer.

MUNICIPAL ENGINEER'S DEPARTMENT.

Rates of Pay for Mandores and Coolies of various Departments.

| | <u>Mandores.</u> | <u>Coolies.</u> |
|---------------------------|----------------------------------|--------------------------|
| Road Department | \$ 20.00 per month | 65 cts. per day |
| Conservancy Department | \$ -.80 per day | 70 to 78 cts. per day |
| Miscellaneous Works Dept: | \$ 20.00 to \$ 35/- per month | 65 to 70 cts. per day |
| Cinerators | 70 to 80 cts. per day | 50 to 65 cts. per day |

+ Plus Temporary War Allowance.



MEMORANDUM.

From

Director of Gardens,

Singapore.

19th Feb. 1920.

To

Executive Engineer,

P. W. D.,

Singapore.

Owing to our coolies having expressed dissatisfaction of their present rates of pay; we are endeavouring to obtain information on this point from other Departments.

If you could help us in this matter by communicating your rates of pay for coolies, mandors etc, we should be very grateful.

Yours faithfully,

F. F. Lippance
for

D. of G.

S. J.

Particulars attached

V

25.2

C.C.
Put up our authorized
Scale of pay

V

25.2

F. F.

Attached.

25.2.20. V.R.

Labour Rates, Singapore.

| Particulars | Approved rates 1920 | | Remarks. |
|------------------|------------------------|------------|--|
| Sub. Overseer | \$ 1 00 | to \$ 4 00 | The new rates are increased 25% average. It will be necessary to pay these increased rates to our best men or we shall loose them. |
| Artificer | 60 | 2 00 | |
| Mandor-es | 40 | 1 00 | |
| Coolies | 25 | 65 | |
| Watchman (day) | 30 | 50 | |
| Survey Coolies | 50 | 85 | |
| Survey Mandor-es | 75 | 1 25 | |
| Gardener | 30 | 60 | |
| Trine Keepers | 45 | 1 25 | |
| Watchman (Night) | 45 | 65 | |

(Vide P.W.C. $\frac{603}{1920}$, C.E. $\frac{1582}{1920}$)



Botanic Gardens, Singapore,
STRAITS SETTLEMENTS.

6 March 1920

with reference to Estimates for 1921 \$ \$
I think that No 2 should be added with say 50 to 60 to 150
No 3 - ^{James Camb. Cent. - \$ \$ i-syso} should be 25 to 30 per m.
6 --- --- up to 15.

8. additional costs are essential.

9. result of neglect in former years during a long period & necessary.

10. I suggest writing to Municipal Commissioners for a contribution for the additional expenses for the band.

Bandstand should be built on a new site with more ground for the audience & room, cars being present sent children.

11. The library is in a deplorable condition, many valuable books are in ruins & the Acting Curator's Estimates are in my opinion hardly adequate.

item 12. I should say \$1500 be put in
for microscopes &c.

item 13 is essential.

Lin. Don. Keng

P.S.

It seems time that the whole question
of Public gardens should be considered
by the Govt. & that of the F.M.S.

Could it not be a saving & a help to
efficiency if all the Gardens be under
the D. of G. ^{& F.M.S.} while all agricultural
departments as at present are under
F.M.S. & S.S. Director.

I suggest that this question be
submitted for the consideration of
the Governor.

At the present time, the Straits
Garden Dept. does the bulk of its work
for outside plants for the F.M.S.

Lin. Don. Keng

Hon. Dr. Arin Brown Keny.

As you very kindly said you
would look over my 1921

Estimates, I send a draft herewith

Please make any comments you
find necessary.

I should like it back by

March 11th.

Another copy has been sent to
Mr. Pigott.

J. T. Chipp

J. D. & G.

4. 3. 20

(1)
Botanic Gardens

Singapore 23rd. February 1920

No. 105/20

ADDITIONS AND ALTERATIONS TO ESTIMATES FOR 1921

Sir,

I have the honour to ask authority to include the following items in the general estimates for the Gardens' Department for the year 1921.

2. There are several matters concerning the general policy and organisation of the Department which have not been included, as they appear to be matters which require the personal consideration and recommendation of the Director himself, and in his absence I have refrained from putting them forward. During the past few years of war, however, the Gardens' votes have necessarily been kept at the minimum with the inevitable result that at the present time, there is an accumulation of minor requirements which necessitate immediate attention. The suggestions here included therefore concern the normal running of the Department only and in view of the present conditions cannot be delayed pending the return of the Director.

3. Attached is a summary of my proposals, with my reasons for making these recommendations.

1. The Botanic Gardens Singapore
2. The Waterfall Gardens Penang

I have the honour to be,

Sir,

Your obedient Servant,

The Honourable ~~the~~ the

Colonial Secretary

Singapore

Acting Director of Gardens

Summary of Increases and Alterations to Estimates for 1921
Estimated 1921.

Botanic Gardens, Singapore.

Total 1921

Remarks.

#

1200.

192

240

120

360

288

3127

~~2617~~
2617

12704

1926

7900

4298

2780

~~2780~~To come under Govt scheme for
pensions.

Caretakers of Cooly huts.

See Item 3.

also
See Items 4, 5, 6.

| No | Heading | Recommendations | Approved 1920 | Non-recurring | Annually recurring | Total 1921 | Remarks. |
|----|--|--|---|---------------|---|--------------------------|----------------------------|
| 1 | Personal Emoluments Librarian and Museum Assistant | new vote for new appointment. | - | - | \$100 - 10B - 140 p.m. | 1200. | |
| 2 | Personal Emoluments Laboratory Assistant | new vote for new appointment | - | - | \$16 - 1A - 30 p.m. | 192 | |
| 3 | Personal Emoluments Bill Collector | To be transferred from open votes ^{Gardeners, Coolies} to own new vote for each. | Included in open votes Librarian 'Gardeners', 'Coolies'. | - | \$ 240 | 240 | |
| 4 | Peon | | | | \$ 120 | 120 | |
| 5 | Label Printer (S.2) | | | | \$ 1. at - \$ 192 1. at - \$ 168 | 360 | |
| 6 | Caretakers (S.2) | | | | 2 at - \$ 144 | 288 | |
| 7 | Personal Emoluments Gardeners | Decrease of Vote | \$ 3200 | - | \$ 3127 | 3127 | See Item 3. |
| 8 | Personal Emoluments Coolies | Increase of Vote | \$ 19640 | - | \$ ²³⁶¹² 24000 | 24000 2617 | also See Items 4, 5, 6. |
| 9 | Other Charges Stores and Tools | Increase of Vote | \$ 9754 | \$ 700 | \$ 12004 | 12704 | |
| 10 | Other Charges Miscellaneous | Increase of Vote | \$ 900 | - | \$ 1926 | 1926 | |
| 11 | Other Charges Library | new vote required. | - | \$ 7000 | \$ 900 | 7900 | |
| 11 | Other Charges Laboratory | new vote required | - | \$ 3798 | \$ 500 | 4298 | |
| 13 | Other Charges Travelling and Personal Allowance | Increase of vote | \$ 1780 | - | \$ ²⁷⁸⁰ 2780 | 2780 2780 | |

LIBRARIAN AND MUSEUM ASSISTANT (Item I of Summary)

Before the very necessary work required on the Library (as shewn later) can be attempted, the whole library must be carefully checked over, and catalogued, unbound copies sorted and the condition of each book ascertained.

I. The Preparation of a Catalogue.

The work of cataloguing is particularly essential as at present it is not possible- especially for the new staff- to ascertain what books are in the library, daily work necessitating reference to the library entails a great waste of time and in the purchase of new works there is always the possibility of duplicating or failing to secure for fear of duplicating.

2. The Case of Scientific Periodicals

Each mail brings large numbers of scientific periodicals from all parts of the world, and there are also others which should be taken in. The checking in, acknowledging, and preparing for binding of these, entails a considerable amount of work which

P 3. Copying Extracts to supply information.
has lately simply had to be neglected. Requests are frequently received for quotations from references which cause many delays

in finding and copying them.

4. Copying Extracts from Works loaned.

Reference works are frequently lent to the Gardens, which necessitates working many hours overtime or failing to return

the works for a considerable period, to enable the essential

parts to be copied. *An instance is that of Saccardo's Notes Mycologues, a new copy lent by Prof. Baker of Los Banos, and which is taking two months or more to copy.*

5. The Exchange List.

The keeping of the exchange list, and the despatch of the Garden

Bulletin requires careful and detailed work. *By means of this Exchange List System many valuable scientific periodicals are obtained free, which would cost a considerable sum.*

It is impossible for the present inadequate European staff with only one clerk to do this work, or to get their own work done properly.

6. The Economic Museum.

The Gardens also possess a nucleus of a very fine Economic

Museum such as is attached to all principal Botanic Gardens. Its

collections are not only historically interesting but provide

and educational value not supplied by any other establishment in

the Colony or F.M.S. * Owing to lack of staff this collection is

in a very bad condition and consequently not accessible to the

public. It needs thoroughly overhauling and the collections bringing up to date, and increased.

The above work will more than fully occupy the whole time of an additional member to the staff.

~~Salary recommended~~

The appointment will require to be filled by a well educated youth as although he will not require a knowledge of foreign languages he will have to deal with works in French, German,

Latin, Dutch, Spanish etc, and it is essential that contracts should be correctly made.

No free quarters are available.

+ Salary recommended

~~\$50 - 5 A - \$80~~

100 - 10 biennially - 140 p.m.

- * An instance of a collection historically interesting is the series of rubber samples made from the earliest rubber trees tapped in Malaya and tapping instruments in use from the earliest periods. From an educational point of view ^{an instance is} an exhibit ~~should be~~ ~~on view~~ of all rubber tree diseases, showing their effect on the tree, and short descriptions of their treatment.

LABORATORY ASSISTANT (~~Item~~ Item 2 of the Summary)

With the building of the Laboratory in 1920 the provision of a laboratory assistant in 1921 is essential. The salary proposed is low as it is preferred to obtain a youth and train him rather than get an older man.

With his duties he will also combine that of Plant Collector for cryptogamic specimens as assistance is now required in this line in view of the arrival of the Assistant Director and the opening up of this branch of studies.

The present Plant Collector who works on Phaner^{o. mic}ogamice collection works with the Director, is more than fully occupied.

Salary recommended ~~\$180-12A-560~~

\$16-1A-30 p.m.

BILL COLLECTOR, PEON, LABEL PRINTERS, CARTWHEELS OF COOLY LINES

(Items 3, 4, 5, and 6 of Summary)

The Bill Collector is at present paid from the open vote "Gardener" the remainder of the above from the open vote "Coolies". The result is that these votes are not devoted to ~~their~~ purposes their titles suggest, and the money considered as being available for Gardeners and Coolies is partly used for the payment of the above. To ensure the votes being used for the purpose for which they are intended it is desired that the above be shown separately under "Personal Emoluments" each category with its own vote, as is done in ~~similar~~ similar cases in all other Government Departments. These transfers from the Open Votes ^{have} ~~has~~ been taken into consideration in estimating them for 1931.

GARDENERS (Item 7 of Summary)

Require to meet the rise in wages due to the increase in
the price of rice to \$1 per gantang.

Approved in 1920

\$3200

Less Bill Collector transferred to own vote
Personal Emoluments

216

2984

Increase to meet price of rice

143

Estimated 1921 \$

3127

PERSONAL EMOLUMENTS - COOLIES- (Item 8 of Summary)

(a) Increase of wages due to rise in price of rice to \$1 per
gantang \$1620

(b) Additional 3 coolies required for work in the
potting yard. Preparing and packing to supply
the heavy demands for stock by the public fully
occupies the time of the men at present there
and consequently the stock is being seriously
neglected 642

(c) Additional five coolies (trained scythe men)
required to increase the grass cutting gang
The present gang is insufficient to keep
the grass in the Gardens tidy and many parts
of the Gardens present a neglected appearance
especially since the increase of over one acre
of grass area due to falling of jungle in 1918 1070

(c) Additional gang of six coolies required for work
on the Gardens jungle the maintenance of the
Lakes ~~trimming~~ trees and general minor improve-
ments that are ~~continually~~ constantly arising.
At present the Labour in the Gardens is so
inadequate that should a tree blow over impor-
tant routine work must be left to find suffi-
cient men to cut and clear. Moreover there are
many shrub~~lands~~ and side parts that require
thoroughly renovating, but there is no labour
available and consequently these parts are rapid-
ly getting thin, untidy, and open

Total 1264
4596

Coolies

Approved 1920 \$19640

Increase 1921 4596
24236

Less transfer to own votes on Personal
Emoluments Peon. \$120, Label Printers
\$360, Caretakers \$144

Estimated 1921

624
24860

Other Charges- Stores and Tools
(Item 9 of Summary)

2. Increase of vote required by recent rises in the price of engine oil, herbarium materials, timber, gravel and tools generally \$250
3. Annual Painting ^{and Upkeep} of all plant houses as recommended by Assistant Engineer, Public Works Department for preservation of framework. 1000
- Annual Repainting 1000
- Annual Upkeep 1000
3. Cleaning out the big lake which has become silted up at the north end owing to the wash of gravel from the paths and roads. 1921 only
700
2950

| | |
|----------------|---------|
| Approved 1920 | \$9754 |
| Estimated 1921 | \$12704 |

Other Charges - Miscellaneous (Item 10 of Summary)

I. Increase of vote required for increase cost of packing material (Cloth, paper, string)

Use of 1st. class rickshaws, at increased fares, for transport of messenger and delivery of plants instead of 2nd. class, (now abolished); postage on foreign correspondence and parcels formerly franked by the Colonial Secretary. \$250

Since the beginning of the year, by kind permission of the Commanding Officer, the Band and Drums of the 1st. Battalion South Staffordshire Regiment have alternately played in the Gardens on Friday evenings. When the moon permitted the Band has played from 9.30 to 10.30 p.m.

These performances are apparently greatly appreciated by the public, judging from the large numbers always present and the crush of motor cars.

It is not possible to ask the officers of the Regiment to pay for the transport of the instruments for these public performances and consequently this must be met from a Gardens vote. Also when the Band play by night, consequently voluntarily devoting their evening to the public, it is natural they should be given a small sum of money for refreshments at their canteen before going to bed.

Transport for instruments of Band when playing in the Gardens at \$8 per week

Refreshments for Band when playing in the Gardens at \$30 per 45 to 50 performers per month.

Approved 1920 \$900

Estimated 1921 ~~1026~~ \$1926.

Library (Item II of Summary)

Owing to ~~expenses~~ ^{expenses} being kept at the minimum during the past few years, the very valuable collection of books in the Gardens' Library is in a bad state of repair and very much behind in the matter of binding. The Library contains many valuable old books now quite unobtainable, and also many complete sets of periodicals collected for a great number of years and which are now but rarely on the market and then at a prohibitive price. A ~~man~~ recent visitor estimated that the value of the books that could be replaced if required is \$5000.

In addition scientific periodicals are received by every mail ~~fm~~ from all parts of the world and these alone add over one hundred volumes a year to the library.

Mr. Tyler, Superintendent Government Printing Office at my request has recently inspected the library, and he considers that a considerable amount of work is necessary to save the books that have now become dilapidated and bring the binding up to date. He recommends that a special binder be engaged to work in this office under his supervision to effect this work, and estimates that the sum of \$3000 is required to put the library in a proper state.

2. The books at present are kept in open wooden book-cases and considerable damage has been done to the older books by white ants and vermin. Mr. Tyler considers it essential that the books should be on open iron stands similar to those in use at the Government Printing Office. The cost of six such stands required is approximately \$
3. As it has been decided to take up the study of Cryptogamic Botany, and an Assistant Director has been appointed for this purpose it is essential that works of reference on this subject should be obtained. Several standard works are required but these can only be obtained as they appear on the market. ~~fm~~
In addition present day publications must be secured. An initial sum of \$2000 is required for this purpose with an annually

recurring sum of \$500.

4. It is requested that an additional vote "Library" be allowed to ~~mm~~ include general upkeep and repairs of the Library, current binding subscription to scientific periodicals, and purchase of books.

Hitherto funds have been spent from the 'State & Torb' Vote.

| | | | |
|-----------------------------------|-------------------|--------|---------------|
| | Binding | \$3000 | } \$7000 |
| Other Charges, Library 1921 only. | Book cases | \$2000 | |
| | Cryptogamic books | \$2000 | |
| | Books etc. | \$500 | } \$900 |
| Annually recurrent | Binding | \$400 | |
| | | | <u>\$7900</u> |

Other Charges -Laboratory (Item 12 of Summary)

With the building of a Laboratory in 1920 a new vote is required for its furnishing, equipment, and annual upkeep.

Furnishing and Equipment

| | |
|--|-------|
| 12 specimens cabinets at \$75 each | \$900 |
| 3 box specimens cabinets at \$75 each | 225 |
| 300 specimen boxes at \$30 per hundred | 90 |
| Installation of water and gas | 750 |
| Provision of benches, stools and tables | 913 |
| Provision of sinks | 300 |
| Initial purchase of minor apparatus apparatus | 500 |
| Furnishing of laboratory <i>Retiring Room, Table chairs</i> | 120 |

Annual Upkeep

| | |
|----------------------------|-------------|
| Purchase of apparatus etc. | 500 |
| | <u>4298</u> |

Provision for the purchase of expensive items such as microscopes, balances, microtomes etc. is not included in the above as the nature and numbers required cannot yet be ascertained.

TRAVELLING AND PERSONAL ALLOWANCE

(Item I3 of Summary)

The amount hitherto allowed has only been sufficient to pay for the Director's quarterly visits to the Penang Gardens, and the monthly allowance for a horse for the Director and a bicycle allowance for the Assistant Curator. Now that the Assistant Director has arrived an increase of vote is necessary to permit the Director and Assistant Director to undertake collecting tours which have lately had to be dropped.

It is necessary for the Director from time to time to undertake tours in the ~~surrounding~~ surrounding countries to continue the investigations of their flora and to introduce new living specimens of beauty and economic importance to cultivation in general and to the Gardens collection in particular.

The Assistant Director is required to obtain in the field first hand information for his notes on fungi and their relation to their hosts which cannot be obtained only from a study of herbarium material. An instance may be given of the disease which has made its appearance in the rich camphor reserve at Kanching F.M.S. and which ought to be studied and dealt with in situ. He will at the same time be enabled to add generally to the collections for which he is responsible.

| | |
|-----------------|-------------|
| Authorised 1920 | \$1780 |
| Increased 1921 | <u>1000</u> |
| Total 1921 | <u>2780</u> |

No Minutes should be written on this page. A separate half-sheet to
be used if required.
